



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 3<sup>RD</sup> BATTALION, 2<sup>ND</sup> AIR DEFENSE ARTILLERY  
BLDG 3906 MOW-WAY ROAD  
FORT SILL, OK 73503

AFVL-RTB-BC

14 MAY 2015

MEMORANDUM FOR ALL 3-2 ADA BN PERSONNEL

SUBJECT: Policy Letter #5: Leaves and Passes

1. Leaders are responsible for ensuring that Soldiers are given the opportunity to use authorized leave and available pass privileges. Leaders must consider many factors before granting leave and passes including mission requirements, duty performance, leave balance, APFT proficiency, training requirements, and disciplinary actions.
2. All leaves and passes less than 29 days must be submitted to the Battalion S1 no later than 14 days prior to the start date. All leaves of 30 days or more are submitted to the Battalion S1 no later than 30 days prior to the start date. All leaves and passes submitted outside this timeline require a written explanation from the respective Battery or Company Commander. Leaves of 30 days or more submitted to the Battalion S1 less than 10 days prior to the star date are hand carried by the respective Battery or Company Commander to obtain the Battalion Commander signature.
3. The undersigned reserves the authority to approve leave requests for periods of 30+ days and all leave requests with destinations beyond CONUS borders regardless of leave days being requested. Battery Commanders are the approving authority for all leave requests within CONUS for periods of 29 days or less. Additional leave approval authority withheld by the undersigned includes:
  - a. Battalion CSM.
  - b. Battalion XO.
  - c. Battery/Company Commanders.
  - d. Advanced Leave involving more than 14 days.
  - e. Primary Staff Officer leaves scheduled during battalion level or higher training exercises.
4. Leave and pass requests, regardless of duration, must include the following documentation. The below documentation is not all inclusive, but required for Battalion level. Battery leadership needs to provide command emphasis on safety through other means (i.e. counselings and safety briefs to mitigate accidents):
  - a. DA Form 31 with appropriate signatures with respect to duration of leave as cited above.

- b. POV inspection and safety pledge within 60 days of leave start date (if applicable).
  - c. Online completed TRiPS Risk Assessment for POV travel over 100 miles (if applicable).
  - d. Driver's Training. Commanders ensure Soldiers less than 26 years of age attend the Intermediate Driver's Training within 60 days of assignment to FCoE and Fort Sill unless they can provide documentation proving prior completion of the training.
  - e. Leave and Earning Statement (LES).
  - f. Flight itinerary (if applicable).
  - g. FORSCOM Soldier Risk Reduction Tool.
  - h. If traveling OCONUS, Soldier must have a copy of current Anti-Terrorism Force Protection training certificate, a completed S2 Security Checklist and Consular Information Sheet for the country of destination and planned en route foreign area travel layovers that will result in exiting the airport/seaport.
5. Taking authorized leave contributes significantly to health, morale, and welfare. Soldiers are encouraged to take leave during the following periods:
- a. Designated block leave periods (ordinary leave).
  - b. Following periods of hardship/difficult duty (i.e. deployments) (ordinary leave).
  - c. Holiday periods (ordinary leave).
  - d. Family emergencies (emergency leave or leave under emergency conditions).
  - f. When en route to a permanent change of station (PCS leave).
6. Permissive TDY (PTDY) is an absence from the duty section not charged as leave but at no expense to the government. The Battalion Commander signs as the approval authority for all PTDY requests. The purpose of PTDY is to perform a semi-official activity; in other words, one that is mutually beneficial to the service and the Soldier. Reference AR 600-8-10 for details regarding PTDY policies.
7. Convalescent Leave. Per AR 600-8-10, paragraph 5-3a., convalescent leave is a non-chargeable absence from duty granted to expedite a Soldier's return to full duty after illness, injury, surgery, or childbirth. The Hospital Commander or designee (Unit Commander) is the approval authority for convalescent leave of 30 days or less (or 42 days for childbirth).
- a. Supporting documentation signed by the physician is required when submitting for convalescent leave.

b. Hospital Commanders are the only approval authority for request in excess of 30 days (or in excess of 42 days for childbirth).

8. Paternity Leave. Married Soldiers are authorized 10 days of non-chargeable absence from duty and must be taken consecutively and within 45 days of the birth of the child.

9. Leave extensions. Leave extensions are processed in the same manner as regular leave requests. The approval process for leave extensions may be accomplished telephonically. Requests for leave extensions must be submitted prior to the end of the original leave period. Leave extensions must be approved by the Battery/Company Commander. If the leave is OCONUS or extends beyond 30 days, the Battalion Commander is the approving authority.

10. Regular passes. Passes are a leadership tool designed to reward superior conduct or performance. Passes are submitted in the same manner as leaves. A pass can cover an absence from one to four days. Absences longer than four days must be counted as leave. A regular pass is normally from the end of normal duty hours on a given day to the beginning of duty hours the next duty day.

11. Special passes. There are two types of special passes:

a. 3-day pass. A 3-day pass must include at least one duty day. A 3-day pass normally begins at the end of a normal duty day on a given day and ends with the start of a normal duty day on the fourth day after the absence of three consecutive calendar days. The standard for calculating the period of the pass is to count calendar days, not the number of hours to be taken.

b. 4-day pass. A 4-day pass must include at least two consecutive non-duty days. For example, a Soldier may depart on a 4-day pass on Friday evening after the duty day and must return at the start of the normal duty day on Wednesday.

c. Special passes may not be combined with a regular pass, another special pass, or leave. If leave or another pass is granted, there must be at least one duty day between the special pass and the leave or other pass.

12. PCS/ETS leave processing.

a. Deserving Soldiers are duly recognized by their unit for dedicated accomplishments in service prior to departure from the unit.

b. A PCS/ETS leave form (DA Form 31) must be accompanied by the appropriate signed evaluation report if applicable (OER/NCOER) as well as a copy of the certificate

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from the actual award being presented to the Soldier or a current status of the award if it is pending approval at the time of leave submission. If the departing Soldier was not recommended for an award due to poor performance, a memorandum signed by the Battery/Company Commander is required in lieu of the award. Commanders do not endorse PCS/ETS leave requests without first verifying the appropriate evaluation report and award were submitted to the Battalion S1.

13. Leave sign out procedures. Demanding operational tempo, long duty days, fatigue, and potential for vehicle maintenance problems can make operating motor vehicles a very dangerous undertaking. The likelihood of involvement in an accident on the highways and interstates during travel for leave is intensified by Soldiers attempting to drive to their leave destination immediately following a full duty day. To mitigate this risk, Soldiers driving a distance of 100 miles or greater must adhere to the following sign out procedures:

a. Soldiers are not authorized to sign out on leave prior to 0600 hours on the day their leave is schedule to begin. Soldiers will sign out in person at the Battalion Staff Duty.

b. If traveling to an airport within 100 miles of Fort Sill, Soldiers may sign out on leave within a reasonable time to arrive at their departure airport and have sufficient time for check-in with the airline.

14. Failure to comply with this policy may result in adverse administrative and UCMJ actions.

15. A copy of this policy will be permanently posted on unit bulletin boards. Unit Commanders will ensure each Soldier is briefed on the provisions and conditions of this policy during the Soldier's initial unit orientation.



MATTHEW W. DALTON  
LTC, AD  
Commanding